



Complete all information and sign your request. Incomplete forms will be returned.

**Personal Information**

Student ID Number \_\_\_\_\_ Last date of attendance \_\_\_\_\_ Birth date \_\_\_\_\_  
Last name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
E-mail address \_\_\_\_\_ Former name (if applicable) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Transcript Request Information**

Please prepare \_\_\_\_\_ **Regular** or \_\_\_\_\_ **Rush** (extra fee required) transcript(s).

**Transcript type (please use a separate form for each type):**

Undergraduate  Graduate  Include current term work  
 Professional (Law, Medicine, Veterinary Medicine)  Other \_\_\_\_\_

*Order UC Extension or Concurrent transcripts from UC Extension (530-757-8880).*

I will pick up my transcript(s) on \_\_\_\_\_ (date). Allow five working days for processing.  
 Mail my transcript(s) to me at the above address.  Mail my transcript(s) to the name(s) and address(es) below.

- 1. Mail \_\_\_\_\_ transcript(s) to: Name \_\_\_\_\_  
Address \_\_\_\_\_
- 2. Mail \_\_\_\_\_ transcript(s) to: Name \_\_\_\_\_  
Address \_\_\_\_\_
- 3. Mail \_\_\_\_\_ transcript(s) to: Name \_\_\_\_\_  
Address \_\_\_\_\_

**Hold for (optional):**

End of quarter grades for \_\_\_\_\_ (quarter) \_\_\_\_\_ (year) (allow 3 to 6 weeks after end of term)  
 Degree posting—date to be awarded \_\_\_\_\_ (allow 8 to 10 weeks after end of term)  
 Corrections/additions/other: \_\_\_\_\_

**Payment Information**

Paid by:  MasterCard  Visa  Discover Credit card number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Name on credit card \_\_\_\_\_  
Signature \_\_\_\_\_  
Number of regular transcripts \_\_\_\_\_ @ \$6.00 each= \_\_\_\_\_  
Number of rush transcripts \_\_\_\_\_ @ \$15.00 each= \_\_\_\_\_  
Total Paid \_\_\_\_\_

**Office use only**  
date issued \_\_\_\_\_  
by \_\_\_\_\_  
 Cash  Check

I certify that I am the above named person and the information I have provided is accurate.

Signature \_\_\_\_\_ date \_\_\_\_\_

Transcript Request